# **DOCKWEILER YOUTH CENTER PRICE LIST**

#### Security deposit applies to all reservations

Multi-Purpose Room Price and Hours	<u>S</u>		
Number of people	Pricing	Security Deposit	
<ul><li>1-100 Weekdays</li><li>1-100 Weekday Evenings (starts at 6 pm)</li><li>1-100 Weekends</li></ul>	\$200.00 License Fee (1st 4 hours) + 15% of Gross Receipts (Commercial Activity) \$40.00/hr for additional hours \$45.00/hr for additional hours \$45.00/hr for additional hours	\$150.00	
101-185 Weekdays 101-185 Weekday Evenings (starts at 6 pm) 101-185 Weekends	\$200.00 License Fee (1st 4 hours) + 15% of Gross Receipts (Commercial Activity) \$50.00/ hr for additional hours \$55.00/ hr for additional hours \$55.00/ hr for additional hours	\$200.00	
Member Organizations Non-profit Organizations Schools	One meeting \$30.00 One meeting per week, \$50.00/month. More than one meeting per week, \$10.00 per meeting.	Security Deposits Above Apply	
Multi-Purpose Room Kitchen Use Fee	\$45.00 Flat Rate		
AUDIO VISUAL EQUIPMENT RENTALS TV w/VCR/DVD Overhead Projector/Screen	\$30.00/Day \$45.00/Day	\$100	

<u>Dockweiler Youth Center Office Hours:</u>

Monday – Sunday, 8:00 am – 5:00 pm

#### **Rental Hours:**

Monday – Sunday, 9:00 am - 4:00 pm (events past 4:00 pm are approved on a case by case basis depending on staff availability, licensee is required to pay for additional facility use hours and staff over time)

<u>Commercial Activities</u> – 15% of the total gross receipts for all the services provided to the licensee in conjunction with the licensed occupancy. This includes but is not limited to the catering budget, rental equipment, delivery and any other related entity of budgeted and/or collected monetary value.

Wedding Package - Ceremony is \$500 + 15% of gross receipts of catered budget. The package includes the one time set-up of 50 chairs, 2 tables, and general cleanup. Chairs may be set up on the youth center terrace or a designated area on the beach. If using the multi-purpose room, there is a six hour limit on use of the facility which includes set-up and break-down time. Additional hours are charged at an hourly rate based on the time of day, day of the week and the number of attendees. Kitchen use and all other items will be charged at the designated fees. Fees will be deducted from security deposit for excessive cleanup and/or damages to the property.

<u>Alcohol License</u> - \$150.00 + 15% of sales. Event must be catered by a bona fide catering company and have host liquor liability insurance coverage of \$1 million in addition to the general liability insurance requirement. County of Los Angeles must be named as additional insured. One security guard for every fifty persons of drinking age is required and proof of an ABC (Alcoholic Beverage Control) off-site liquor license must be provided.

<u>Security Deposit</u> - Required for all reservations at least 15 days prior to the event date. The security deposit is refundable, provided the facility is left clean and vacant by the time agreed upon and all other license conditions are met.

<u>Insurance Certificate</u> All reservations require an insurance certificate in the amount of \$1 million general liability coverage and \$2 million general aggregate coverage. An Additional Insured Endorsement naming the County of Los Angeles as an Additional Insured is also required. You may obtain an insurance certificate from an insurance company of your choice. If you wish to go through the County's approved insurance provider, you may do so by calling Merriwether &Williams at (800) 420-0555 or via the web at <a href="www.2sparta.com">www.2sparta.com</a>. Proof of insurance must be provided at least 15 days before the event.

**Room Cancellation Fee** - Administrative fee will not be refunded if event is cancelled less than 15 days from event date. If the event or activity is cancelled 15 days or more prior to the scheduled activity or event date, 50% of the paid administrative fee will be refunded.

FOR AN APPLICATION AND QUESTIONS CONTACT FACILITY STAFF AT (310) 726-4128



# BEACH and HARBOR USE LICENSE DOCKWEILER YOUTH CENTER



#### BEACH and HARBOR USE LICENSES ARE REQUIRED UNDER THE FOLLOWING CONDITIONS:

- A) Events with commercial activity, e.g., catering, clown, rental, delivery, DJ, etc.
- B) Groups serving alcohol, see ADDENDUM C.
- C) Groups requesting to use canopies larger than 10x10 feet see **ADDENDUM B**.
- D) There may be other circumstances not mentioned here that may constitute necessitating a use license.

#### **INFORMATION**

#### **Multipurpose Room**

With the Multipurpose Room reservation, the following is available at no additional fees: (27) 6 x 2-1/2 foot tables, (150) chairs and (1) podium.

WARNING: PLEASE DO NOT PLACE ANY HOT DISHES ON PLASTIC TABLES,

CONTACT STAFF.

- ALL DECORATIVE MATERIALS, INCLUDING PAPER PRODUCTS, MUST BE FLAMEPROOF.
  GROUPS MUST REMOVE ALL DECORATIONS, INCLUDING TAPE (<u>NO TACKS</u>) WITHIN
  TIME OF OCCUPANCY.
- NO ALCOHOLIC BEVERAGES ARE ALLOWED ON PREMISES (unless with proper license, see **ADDENDUM C**).
- NO AMPLIFIED MUSIC ALLOWED (subject to approval with proper license).
- OTHER RULES AND REGULATIONS NOT COVERED HERE MAY ALSO APPLY TO THE EVENT.

#### **INFORMATION**

	CADA	CITV	/ HOURS	
	CALA		/ HUUNS	

Multipurpose room: 185 persons auditorium style and 125 to 150 persons banquet style, i.e. table and chair set up. The room is available for rental 7 days a week from 9:00 am to 4:00 pm.

#### ☐ PARKING

<u>Parking fees are not included in the license</u>. Each vehicle must pay the posted fee per entrance via an automated pay machine. If you are interested in pre-purchasing parking passes for your guest, you may do so by contacting Modern Parking at (310) 821-1081. You will be asked for a copy of your application/license in order to continue with the pre-purchase process, which you can fax to (310) 821-9855. Parking fees are as listed below. Summer rates are effective the Saturday before Memorial Day through the last Sunday of September. **Please note; there are no discounted rates for parking.** 

	Winter				Summer			
Parking Lot	Hours   Through   Hours		Hours	Weekends	Hours	Monday Through Friday	Hours	Weekends
Bluff	6am-9am	\$3.00	6am-9am	\$3.00	6am-9am	\$3.00	6am-6pm	\$10.00
	9am-4pm	\$6.00	9am-4pm	\$8.00	9am-6pm	\$8.00	6pm-close	\$3.00
	4pm-close	\$3.00	4pm-close	\$3.00	6pm-close	\$3.00		

¬,	FORTH ON THIS LICENSE.	CERTIFY TH	AT I	HAVE	READ	AND	UNDERSTAND	) ALI
SIGNATURE			DATE	2				
	Discussed with Custom	er Initia	als Staff					
	D. 4							

#### REGULATIONS

REGULTIONS
SPONSORSHIP NO AUTOMOBILE SPONSORS. Please list all sponsors and sponsorship fees on ADDENDUM A.
COMMERCIAL ACTIVITIES  There will be no commercial activities or sales on the premises in connection with this event without prior written permission of the County.
SIGNS/BANNERS/TENTS  Any signs intended to be placed in the area must be approved by the Department of Beaches and Harbors before being posted. All signs must be removed at the expiration of the permit (ADDENDUM B).  FIREWORKS  Fireworks are prohibited.
RIGHT TO AUDIT  All accounting records shall be open for inspection at any reasonable time during the term of this license and five (5) years thereafter. County may audit the records of the licensee to verify the accuracy thereof.
WORKERS COMPENSATION Licensee shall cover its employees with Worker's Compensation insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California and which specifically covers the persons and risks involved in this license.
<b>INDEMNIFICATION</b> Licensee agrees to indemnify, defend and hold harmless the County of Los Angeles and any other agencies designated as licensor, their agents, officers, employees, and contractors from and against any and all liability, expense, including those arising from the conditions of the County-owned, occupied, or operated facilities or property; such claims may include but shall not be limited to those alleging bodily injury, death, personal injury, or property damage arising from the operation, acts or omissions of licensee, its contractors, licensees, agents, servants, or employees hereunder.
Licensee further agrees to indemnify, defend, and hold harmless, Los Angeles County and any other named licensors from any and all Worker's Compensation suits, liability, or expense arising from or connected with any services for or or behalf of licensee by any persons pursuant to this license.
<b>RELEASE</b> In addition to the indemnification described above, licensee agrees to require each participant in any athletic event undertaken in connection with this license, to execute a written "Release of Liability" form. Licensee further agrees to retain each release form for a period of not less than one year after the event.
AUTHORITY TO STOP/CANCEL In the event that an authorized representative of the County of Los Angeles finds that the activities being conducted by the licensee unnecessarily endanger the health or safety of any person or that said activities are, or will cause damage to read or personal property, said representative, at his sole discretion, may suspend or cancel this license. The County of Los Angeles reserves the right to cancel this license at any time without incurring any liability to the licensee whatsoever.
<u>LAWS AND REGULATIONS</u> Licensee is required to ensure that participants and spectators of the event abide by the rules and regulations contained in the Los Angeles County Beach Code and all other applicable local, state, and federal laws. Licensee shall obtain any additional necessary licenses to stage the event.
I,, CERTIFY THAT I HAVE READ AND UNDERSTAND ALL THE CONDITIONS SET FORTH ON THIS LICENSE.
SIGNATURE DATE
Discussed with Customer    Initials

# **REGULATIONS**

NON-DISCRIMINATION Licensee certifies and agrees that during the term of this license they will not exclude any qualified person from being an
employee, a sub-contractor, a vendor, a participant, a spectator, or a guest, or otherwise subject anyone to discrimination because of the person's race, color, religion, national origin, sex, gender, sexual orientation, age or handicap.
WATER EVENTS Licensee agrees that permission to commence with any in-the-water event is contingent upon approval of this license by the Los Angeles County Fire Department/Lifeguard Division or Sheriff's Department/Harbor Master within Marina del Rey. Licensee may incur additional personnel costs due to their water activities.
PREMISE CONDITION  The Los Angeles County does not assume any expressed or implied obligations on behalf of The Los Angeles County with respect to a duty to provide extraordinary maintenance and repairs to the area by reason of the occupancy. Therefore, the licensee must accept the area in its present condition, assume any and all legal duties arising out of this occupancy, and waive any and all legal rights to have such duties performed by the Los Angeles County.
OCCUPANCY Permission is intended to create only a personal unassigned right of occupancy without conveyance of an estate or interest in the real property, and is granted to the licensee in licensee's capacity as an independent contractor occupying the real property for personal use of licensee in engaging in an activity in which the County of Los Angeles has no interest or participation other than as the owner and/or property manager of the area to be occupied. Occupancy is restricted to the area designated in area to be occupied. Licensee assumes complete responsibility for securing, preparing and policing said area as needed to protect the safety of the public and/or participants in said events.
MAINTENANCE Licensee is to maintain a clear event area. Licensee is required to move event-generated trash and place in the trash receptacles.
<u>AUTHORITY</u> Permission is granted pursuant to the authority conferred by the Board of Supervisors under the Provisions of Section 2.116.20 of Los Angeles County.
I,, CERTIFY THAT I HAVE READ AND UNDERSTAND ALL THE CONDITIONS SET FORTH ON THIS LICENSE.
SIGNATUREDATE
Discussed with Customer Initials

# APPLICATION INSTRUCTIONS AND REQUIREMENTS RESERVATIONS The license application must be submitted along with the prevailing administrative license

The license application must be submitted along with the prevailing administrative license fee before a date will be reserved for any event or activity on Department property or in Department facilities. Any remaining fees, including 15% of gross receipts, if applicable, must be submitted at least 15 days before the event. Applications for reservation must be submitted at least 15 days in advance, but no more than six (6) months prior to event date. Applications will be denied and the entire administrative permit fee will be forfeited if all paperwork and fees have not been received 15 days prior to the scheduled event or activity. Administrative fee will not be refunded if event is cancelled less than 15 days from event date. If the event or activity is cancelled 15 days or more prior to the scheduled activity or event date, 50% of the paid administrative fee will be refunded. Additional applications may be obtained either from The Dockweiler Youth Center, The Burton W. Chace Park office, or from our website at http://beaches.lacounty.gov

<u>Please check for availability before submitting an application for reservation</u>. You may check for availability and get a price quote by calling (310)726-4128. Staff is available to assist you from 8:00 am to 5:00 pm, seven (7) days a week.

License applications must include entire time of occupancy, preparation/set up, rehearsal and/or clean up time.

Additional time may be purchased at the applicable rate if more time is needed to set up or break down. CHECKING IN

TO THE FACILITY PRIOR TO THE HOURS OF USE IS NOT ALLOWED.

#### ☐ SECURITY DEPOSIT

<u>A refundable security deposit is required</u>. The security deposit amount is in addition to use license fees and is partly based on the length of the event, number of people, and areas reserved. The security deposit will be refunded within 45 days after the event, provided the premises are left clean and vacant by the time agreed upon, there is no outstanding balance due, rules are followed as set in the license, and all other requirements have been met.

#### ☐ FEES

<u>See RENTAL PRICE LIST.</u> Fees are partly based on the length of the event, number of people and areas reserved. Gross receipts amount is the total amount paid for services provided for the event such as catering, rental and delivery, DJ, clown or any other type of paid service (**ADDENDUM A**). A copy of all receipts or invoices indicating amounts paid for such services AND the gross receipts part of the application must be provided for approval at least 15 days before the event. Telephone credit or debit card (with a VISA or MC logo) payment is available for your convenience.

#### **INSURANCE**

All reservations require an insurance certificate with the following limits: one million general liability and two million aggregate. All certificates must be accompanied by Additional Insured Endorsement (commonly referred to as an AI) – naming the County of Los Angeles as an additional insured. The County of Los Angeles will not accept a rating lower than B+ Insurance certificates not meeting these requirements will not be accepted. You may obtain an insurance certificate from an insurance company of your choice. If you wish to go through the County's approved insurance provider, you may do so by calling Merriwether &Williams at (800) 420-0555 or via the web at <a href="www.2sparta.com">www.2sparta.com</a>. Proof of insurance must be provided at least 15 days before the event.

#### $\square$ CHANGE OF RESERVATION DATE OR TIME REQUEST

Licensee is responsible for submitting any reservation changes in writing at least 15 days prior to the date of their event. All requests must provide the name, date, original rental date, the new requested rental date, and reason for the change. This request must be signed by the licensee and faxed or e-mailed to the staff member that is assisting the licensee with their change of date at Dockweiler Youth Center (Fax # (310) 726-4132, or ask staff for their e-mail address). Requests will not be accepted later than 4 pm of the fifteenth day (15) prior to the original event date. Supervisor approval is required before new dates or times are accepted.

required before hew dates of times are decepted.	
I,	, CERTIFY THAT I HAVE READ AND UNDERSTAND ALI
THE CONDITIONS SET FORTH ON THIS LICENSE.	
SIGNATURE	DATE

Discussed with Customer	Initials	
	Licensee	Staff
Date		

DBH USE LICENSE \$	RCPT#	MULTI. RM. \$	RCPT #
GROSS RCPTS 15% \$	RCPT#	CHAIRS/TABLES \$	RCPT #
ALCOHOL LICENSE \$	RCPT#	PA SYSTEM \$	RCPT#
SECURITY DEPOSIT \$	RCPT#	TV W/VCR/DVD \$	RCPT#
WEDDING PACKAGE \$		OVERHEAD PROJECTOR \$	RCPT#
ROOM CANCELLATION FEE \$	MULTIME	DIA PROJECTOR/SCREEN \$	RCPT#
OTHER \$	RCPT # EQ	QUIPMENT RENTAL DEPOSIT \$	RCPT#
TOTAL \$		INSURANCE #	
APPROVED BY		DATE	

#### APPLICATION FOR RESERVATION

#### DOCKWEILER YOUTH CENTER

TEL. (310) 726-4128 FAX (310) 726-4132 INTERNET: <a href="http://beaches.lacounty.gov">http://beaches.lacounty.gov</a>

Youth Center 12505 Vista del Mar Los Angeles, CA. 90245	Mailing Address 13837 Fiji Way Marina del Rey, CA 90292	Boathouse Address 13640 Mindanao Way Marina del Rey, CA 90292	•							
NAME OF APPLICANT										
NAME OF ORGANIZATION										
ARE YOU A NON-PROFIT ORGANIZATION OR A PUBLIC AGENCY										
ADDRESS	CI	ΓΥSTAT	EZIP CODE							
TELEPHONE (1)	TELEP	PHONE (2)								
E-MAIL ADDRESS		FAX								
DATE OF USE	HOUR	S OF USE								
NUMBER OF PERSONS _	TYPE OF EVENT (such	as wedding, company picnic, trai	ning, etc.)							
LOCATION (Circle all that a	applies): OTHER	KITCHEN (Circ	le) YES NO							
MULITPURPOSE ROOM										
EVENT WILL HAVE (please check and circle all that apply): DONATIONS, FUNDRAISING, SPONSORSHIP (subject to approval) VIDEOTAPING DJ CATERING (either cooked on site by a caterer or delivered) ALCOHOL CLOWN, DANCERS OR ANY OTHER PAID ENTERTAINMENT WEDDING PLANNER OR COORDINATOR ON SITE RENTAL OR DELIVERY (either setting up equipment/tables, chairs or delivering them) TENTS, CANOPIES, STAGES OR PLATFORMS (note: requires a site plan showing locations/ADDENDUM D) ANY OTHER PAID OR UNPAID SERVICES (explain:)										
I,			READ AND UNDERSTAND AL							
THE CONDITIONS SET FORTH ON THIS LICENSE. I ALSO CERTIFY THAT ALL THE INFORMATION PROVIDED ON THIS APPLICATION REFLECTS THE ACTUAL SCOPE OF MY EVENT AND UNDERSTAND THAT USE AND ICENSE FEES ARE SOLELY BASED ON THE INFORMATION PROVIDED. THEREFORE, IF THERE ARE ANY CHANGES, I MUST UPDATE MY APPLICATION IN ORDER TO SECURE LICENSE(S) FOR THE EVENT.										

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

#### **ADDENDUM A**

# **GROSS RECEIPTS ITEMIZATION**

A fee of 15%, which is prorated on the Gross Receipts of all monies realized by the licensee in conjunction with the licensed occupancy, including catering budget, rental equipment, delivery and any other related entity of budgeted and/or collected monetary value, will be charged.

Prepayment of 15% of the estimated Gross Receipts must be made 15 days prior to the event date, otherwise an event license will not be issued.

Licensee shall provide all license related copies of receipts or invoices to the County of Los Angeles at least 15 days before the date of the event.

Licensee shall also make all license related records, including receipts, available to the Los Angeles County for inspection and photocopying within seven (7) calendar days of a written request.

Please list below all sponsors, caterers, rental companies and other related companies or individuals.

COMPANY NAME	<u>ADDRESS</u> <u>TELEPHONE</u>	<u>AMOUNT</u>
	SUBTOTAL	L \$
NUMBER OF PARTICIPANTS _	x ENTRY FEE \$	= \$
	ESTIMATED GROSS RECEIPTS TOT	AL \$
	PAYABLE TO LOS ANGELES COUNTY DEPARTMENT OF BEACHES AND HARBORS	
		\$(15% of Gross Receipts)
INDICATED ON ADDENDUM A-GIRECEIPTS AND IF THERE ARE		HE ACTUAL EVENT GROSS
SIGNATURE		DATE

#### ADDENDUM B

# **TEMPORARY SIGNAGE / BANNER / TENT PERMIT REQUEST**

Submit this form to:

Planning Division, Department of Beaches and Harbors 13483 Fiji Way Trailer #3, Marina del Rey, CA 90292 Telephone: 310-305-9533 FAX: 310-821-7856

<b>Applica</b>	ant Name: _					-
				FAX:		-
Applica	ant Address:					
Lessee	Name:			_ Phone:		
Signatu	ure of Main L	_essee:			Parcel:	-
Addres <b>Provid</b>	s of Site: e a map sh	owing the location of the	requested	item <u>within</u> t	the parcel.	
Start D	ate:	*R	temoval Dat	e:		
For:	Sign _	_Banner (3x6 feet max)	Tent**	Other:		-
It is ad	vised that y	ou contact the Planning D	oivision <u>bef</u>	ore you have	the banner/sign r	nade.
For tent re of sign, ma	quests, please also	Description (Size, quantity o submit site plan with tent drawing anfonts, lettering sizes, lettering colors, and	d dimensions. Fo	or all sign requests, a	all plans must identify the	
<u></u> \$5	0.00 Fee Pa	aid Received by:			:	
		e payment at the Financial oved the application.	l Services S	ection located	l at 13575 Mindar	nao Way <u>after</u>
		ıre:				
		request in excess of 30 days red delines and Checklist in this eve		esign Control Boa	ard (DCB) submittal.	Please request
**Tent pe	ermit also requ	ires approval from the Fire Dep	artment and th		County Department o	f Public Works,
Building	and Safety Div	vision after such request is appr	oved by this D	epartment.		

County of Los Angeles Fire Marshal / Marina del Rey 864 N. San Vicente North Hollywood, CA 90069-4007 Tel. (310) 358-2380 Los Angeles County Building & Safety 24320 S. Narbonne Ave. Lomita, CA 90717 Tel. (310) 534-3760

#### ADDENDUM C

# BEACH USE LICENSE ALCOHOL ADVISEMENT

ALL ALCOHOL LICENSES REQUIRE WORTH OF INSURANCE:	\$2,000,000
<ul><li>GENERAL LIABILITY</li><li>HOST LIQUOR LIABILITY</li></ul>	\$1,000,000 \$1,000,000

When approval has been obtained to serve alcohol on a public beach (catered events only) the licensee must provide the Department of Beaches and Harbors with the following:

#### **ALCOHOL (Sale and/or Consumption of Alcoholic Beverages)**

- o Proof of an ABC (Alcoholic Beverage Control) off-site liquor license
- Provide certificate in the amount of \$1,000,000 for Host Liquor Liability (in addition to the required \$1,000,000 General Liability Insurance), which names the County of Los Angeles and Parking Concepts, Inc. as additional insured.

### THE FOLLOWING CONDITIONS MUST BE ADHERED TO:

- Area where alcohol is being served must be roped off, and no one can leave that area with alcohol.
- Licensee must provide, at own expense, at least one uniformed security guard for every fifty people of drinking age. Must furnish contact name and number of security company.
- No bottles or cans.
- o Alcohol must be served in containers 12 oz. or less.
- No bring your own bear (BYOB).
- Alcohol must be served in containers that are white or have color (no clear containers).
- Alcohol must be served from a three-sided tent (open side facing water).
- Serving must cease one hour prior to event conclusion.
- No swimming or water activity by participants consuming alcohol.
- Wrist bands required by participants consuming alcohol.

# ADDENDUM C

# SALE AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES

# APPLICATION FORM AND LICENSE

LICENSE AND EVENT IDENTIFICATION		
EVENT DATE	LOCATION	
NAME AND TITLE OF LIC	ENSEE	
LICENSEE ADDRESS		
PHONE	LICENSE TYPE	LICENSE #
CONDITIONS OF LICENSE		
<ol> <li>The sale and/or consumption of the alcoholic beverages must be limited to the "LOCATION" stated above and must be limited to the participants in the event who may legally consume such beverages.</li> <li>Participants will not engage in water activity such as swimming, boating, or the operation of motorized vehicles or equipment or other similar activities.</li> <li>Licensee agrees to obtain the appropriate license from the California Alcoholic Beverage Control Board (ABC) and comply with all license and operating requirements of ABC, federal, state, and local laws (documentation of such compliance will be provided to the Department by licensee with the written acceptance of the license).</li> <li>The licensee will provide at the licensee's expense the following number and type of peace officers of uniformed security guards determined by the Director and local law enforcement to be necessary for security at the special event: ONE UNIFORMED SECURITY GUARD FOR EVERY FIFTY PEOPLE OF DRINKING AGE.</li> </ol>		
SECURITY CONTACT	NAME	PHONE
LICENSEE AGREES TO PAY THE COUNTY OF LOS ANGELES 15% OF GROSS RECEIPTS FROM THE SALE OF ALCOHOLIC BEVERAGES. THIS FEE IS IN ADDITION TO THAT SPECIFIED IN ADDENDUM A OF THE USE PERMIT.		
I do hereby agree to the conditions of this ADDENDUM C to the Beach Harbor Use License.		
Licensee / Organization Rep	presentative (Signature)	Date
Director or Authorized Repr	esentative	Date